

A stylized, light gray graphic of a city skyline with various rectangular buildings of different heights, positioned behind the text.

Massachusetts School Building Authority

Educational Program Space Standards and Guidelines

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May 2006

1. Educational Program

- A. The proposed project should be driven by the educational program currently offered by the district and those educational activities planned to be offered in the future.
- B. The Educational Program shall include a thorough, in-depth explanation of the district's curriculum goals as well as objectives of the programs associated with the subject facility including, but not necessarily limited to, school configuration and grade configuration policies, class size policies, building size policies, etc.
- C. The Educational Program shall include a statement of the teaching philosophy and methods advocated.
- D. The Educational Program shall include a description of district-wide delivery methodology goals for all curriculum and program elements including, but not necessarily limited to, the following:
 - (1) Pre-kindergarten (SPED only, tuition programs, locations)
 - (2) Kindergarten (full day, half day, locations)
 - (3) Lunch programs (district kitchen, full service kitchens, warming kitchens – full dining, classroom dining)
 - (4) Technology instruction policies (labs, in-classroom, media center)
 - (5) Art (in-classroom, specialized area)
 - (6) Music/Performing Arts (in-classroom, specialized area)
 - (7) Physical Education
 - (8) Special Education (in-house, collaborative, facility restrictions)
 - (9) Vocational Education
 - (10) Transportation policies
 - (11) Community Programs (sports, performing arts, senior services, adult education, day care/Head Start, municipal services, etc.)
- E. The Educational Program shall describe the instructional support and general administrative support staff plans, both existing and proposed. Include an organizational chart to assist in this description.
- F. The Educational Program shall include a Budget Statement that shall include, but not necessarily be limited to, the following: an explanation of the a detailed listing of all sources and uses of funds used for the delivery of education by the district in the current fiscal year and for the previous three fiscal years, the projected sources and uses of funds related to the operating budget for the proposed educational program.

2. Design Program

- A. The purpose of the Design Program is to define the programmatic, functional, spatial, and environmental requirements of the educational facility, whether new or remodeled, in written and graphic form for review, clarification, and agreement as to scope of work and design requirements by the architect, engineer, and other professionals that will be working on the building design.
- B. Design Program shall be based on the district's Educational Program previously established and approved by the district.
- C. The Design Program shall include a project rationale statement explaining why a project is being undertaken. The project rationale shall define the problem and explain the project's intended use. The project rationale should be based upon documentation in the district's Educational Facility Master Plan and long term capital improvement plans. The project rationale may be expanded to explain the role the specific facility is intended to play in the achievement of current district goals or the future of the school district.

D. Minimum requirements for Design Program includes:

- (1) Philosophy Statement. A philosophy statement covers the building as a whole and each instructional program.
- (2) Program Goals. The educational goals of each instructional program shall be clearly defined. This includes learning objectives and the psychological and emotional concerns of students, when appropriate (as in the guidance suite and special education rooms).
- (3) Program Activities. Provide a detailed description of program activities in order to determine functional need and ultimately the design of the building.
- (4) The general and specific architectural characteristics desired
- (5) Space Summary. Itemization of each functional space and determination of square footage allocations to determining total building square footage and establish a realistic construction budget.
- (6) Desired focal point or features of the school, including primary and secondary focal points, i.e., commons, media center, auditorium, lobby, etc.
- (7) Instructional Technology. New applications of instructional technology planned of the near future and considered for the distant future shall be described program by program and in terms of building-wide plans.
- (8) Functional Relationship. Each program space should be described in terms of its functional relationship to other activities. Functional relationships should also be established between department, such as math and science, English and the media center, and administration and guidance.
- (9) Security and Visual Access Requirements. Outline security and supervision requirements for the facility.
- (10) Site Development Requirements. Describe parking, circulation, service, outdoor activity, signage, and lighting requirements.
- (11) The Design Program should include requirements for individual spaces including, but not necessarily limited to, the following:
 - (12) Describe specific utility requirements. Include the number of electrical outlets needed and their desired locations. Identify specific water, gas, compressed air, and dry and wet waste disposal requirements as applicable to the specific space;
 - (13) Identify special acoustic and lighting requirements;
 - (14) Identify specific surface material requirements, floors, walls and ceilings;
 - (15) Identify bulletin board, writing board and tack board requirements. Mounting height should be specific for size of students;
 - (16) Identify requirements for wall maps, projection screens, chart rails and other fixed teaching aids. Describe relationships of teacher activity to student activity areas and note teacher demonstration areas if required;

- (17) Note specific environmental requirements such as special ventilation, natural lighting, special heating and heat control;
 - (18) Note specific safety and health features required such as emergency eyewash stations in shops and laboratories. Note requirements where the instructor controls gas, compressed air and water. Note where automatic shutoff to specialized equipment is required, i.e., saws, lathes, planers, grinders;
 - (19) Explain audio-visual, television access and public address requirements as well as computer equipment and stations;
 - (20) Specify equipment, furnishings and casework to be located within the activity area.
 - (21) Identify and describe internal areas and support spaces needed including general storage requirements of each space;
 - (22) Identify special colors, textures and shapes required within an area. This is of particular importance for kindergarten, special education, pre-school, and primary classrooms;
 - (23) Identify area needed for display of student projects and project storage, large and small.
 - (24) Identify and describe any other requirement that may be unique to the activity setting.
- E. The Design Program should include a summary of spatial relationships. This should be illustrated through either a bubble diagram or a matrix showing the desired spatial relationships of the entire facility. This is not intended to be a scaled school design plan; it is merely intended to demonstrate the desired adjacencies among the activity settings. Consider the following factors when establishing the spatial relationships for the facility:
- (1) Public vs. private spaces – Grouping public spaces together and providing direct relationships between them makes it easier to keep the private spaces private.
 - (2) Noisy vs. quiet spaces – Grouping of like spaces to enhance the overall effectiveness of a buildings ability to provide spaces that facilitate learning.
 - (3) Consolidation of like spaces – Consolidate mechanical intensive areas such as restrooms, kitchens, etc.
 - (4) Joint-use spaces – Consideration should be given to utilization of a space to fulfill two or more purposes.
 - (5) Academic discipline spatial relationships. i.e. science suites composed of classrooms, laboratories, chemical storage, specimen storage, animal rooms and a plant room; or metal shops composed of multiple task areas such as welding, forging, storage, finishing, grinding, instruction, clean-up, student project, tools, etc.
- F. The Design Program shall be approved by the district school committee prior to submission to the Authority for approval and shall be in a form suitable to the Authority.

3. Space Standards

- A. Based upon model educational programs for varying enrollments, the Authority has developed a variable gross square foot per student standard that is intended to accommodate the differing needs and economies

of scale in smaller and larger enrollment facilities. These standards are reflective of realistic and contemporary educational program goals and are based on the summation of square foot allocations for each itemized educational space. The gross square footage per student allowances promulgated 963 CMR 1.00 are established in the following Tables 1, 2 and 3.

Table 1: Gross Square Feet per Student – Elementary Schools

Projected Enrollment	GSF per Student	Projected Enrollment	GSF per Student
Less than 300	180	Between 450 and 459	163
Between 300 and 309	180	Between 460 and 469	161
Between 310 and 319	179	Between 470 and 479	160
Between 320 and 329	178	Between 480 and 489	159
Between 330 and 339	177	Between 490 and 499	158
Between 340 and 349	175	Between 500 and 509	157
Between 350 and 359	174	Between 510 and 519	156
Between 360 and 369	173	Between 520 and 529	154
Between 370 and 379	172	Between 530 and 539	153
Between 380 and 389	171	Between 540 and 549	152
Between 390 and 399	170	Between 550 and 559	151
Between 400 and 409	168	Between 560 and 569	150
Between 410 and 419	167	Between 570 and 579	149
Between 420 and 429	166	Between 580 and 589	147
Between 430 and 439	165	Between 590 and 599	146
Between 440 and 449	164	600 and greater	145

Table 2: Gross Square Feet per Student – Middle and Junior High Schools

Projected Enrollment	GSF per Student	Projected Enrollment	GSF per Student
Less than 400	190	Between 580 and 589	175
Between 400 and 409	190	Between 590 and 599	174
Between 410 and 419	189	Between 600 and 609	173
Between 420 and 429	188	Between 610 and 619	172
Between 430 and 439	187	Between 620 and 629	171
Between 440 and 449	187	Between 630 and 639	170
Between 450 and 459	186	Between 640 and 649	169
Between 460 and 469	185	Between 650 and 659	169
Between 470 and 479	184	Between 660 and 669	168
Between 480 and 489	183	Between 670 and 679	167
Between 490 and 499	182	Between 680 and 689	166
Between 500 and 509	181	Between 690 and 699	165
Between 510 and 519	181	Between 700 and 709	164
Between 520 and 529	180	Between 710 and 719	163
Between 530 and 539	179	Between 720 and 729	163
Between 540 and 549	178	Between 730 and 739	162
Between 550 and 559	177	Between 740 and 749	161
Between 560 and 569	176	750 and greater	160
Between 570 and 579	175		

Table 3: Gross Square Feet per Student – Academic High Schools

Projected Enrollment	GSF per Student	Projected Enrollment	GSF per Student
Less than 600	205	Between 800 and 809	195
Between 600 and 609	205	Between 810 and 819	195
Between 610 and 619	205	Between 820 and 829	194
Between 620 and 629	204	Between 830 and 839	194
Between 630 and 639	204	Between 840 and 849	193
Between 640 and 649	203	Between 850 and 859	193
Between 650 and 659	203	Between 860 and 869	192
Between 660 and 669	202	Between 870 and 879	192
Between 670 and 679	202	Between 880 and 889	191
Between 680 and 689	201	Between 890 and 899	191
Between 690 and 699	201	Between 900 and 909	190
Between 700 and 709	200	Between 910 and 919	190
Between 710 and 719	200	Between 920 and 929	189
Between 720 and 729	199	Between 930 and 939	189
Between 730 and 739	199	Between 940 and 949	188
Between 740 and 749	198	Between 950 and 959	188
Between 750 and 759	198	Between 960 and 969	187
Between 760 and 769	197	Between 970 and 979	187
Between 770 and 779	197	Between 980 and 989	186
Between 780 and 789	196	Between 990 and 999	186
Between 790 and 799	196	1000 and greater	185

- B. The Authority will not provide funding for that portion of an Approved Project that exceeds the limitations established in Tables 1, 2 and 3 for gross square footage per student, except as expressly authorized in 963 CMR 1.00 and which exceptions the Authority shall determine according to the method of computation defined in “MSBA Educational Space Program Standards and Guidelines”.
- C. Vocational Technical Schools and the Vocational Educational Space components of Comprehensive High schools shall not exceed 225 gross square feet per pupil and any additional programmatic requirements may be considered on a case-by-case basis by the Authority in conformity with M.G.L. c.74 requirements and a comparison of existing school facilities with similar vocational program requirements.
- D. Special Education Spaces: Spaces for special education classes/programs will receive special consideration at the discretion of the Authority. The gross square feet per student defined Tables 1, 2 and 3 includes a baseline assumption that 8% of the total planned enrollment will be enrolled in separated special education programs. Notwithstanding the gross square footage maximum standards established herein, additional space consideration may be given, at the sole discretion of the Authority, if the Eligible Applicant documents and certifies a greater need.

4. Space Allowance by Program Activity:

- A. The approved “Design and Educational Program” shall be determined utilizing Tables 4, 5, and 6. The tables are guidelines only and the Eligible Applicant may make reasonable departures from the guidelines when the Authority determines, at their sole discretion, that such departures are consistent with the intent of M.G.L. c.70B and 963 CMR 1.00 to provide adequate, safe, cost effective and programmatically sound school facilities projects.

Table 4: Elementary School Program Guidelines (Expressed in net square feet)

	300 Students	600 Students
Pre-Kindergarten & Kindergarten Classroom (including toilet)	1200sf ea.	1200sf ea.
Core Classrooms	950sf ea.	950sf ea.
Art (including storage and workroom)	1150sf	2300sf
Music (including practice and ensemble)	1350sf	2700sf
Self-contained SPED Classroom (including toilet)	950sf ea.	950sf ea.
SPED Small Group/Resource Room	500sf ea.	500sf ea.
Media Center/Library	2020sf	3310sf
Gymnasium (including storage and office)	6300sf	6300sf
Food Prep/Kitchen	1600sf	1900sf
Cafeteria	15sf/student accommodating 1/2 planned enrollment	15sf/student accommodating 1/2 planned enrollment
Stage	1000sf	1000sf
Chair/Table Equipment Storage	200sf	300sf
Staff Lunch Room	200sf	300sf
General Office	1500sf	1600sf
Nurse/Health	510sf	510sf
Guidance	185sf	335sf
Teachers Workroom/Lounge (including toilet)	300sf	450sf
Custodian/Maintenance	1500sf	1600sf
General Storage (Books)	400sf	600sf

Table 5: Junior High and Middle School Program Guidelines

	400 Students	750 Students
Core Classrooms	950sf ea.	950sf ea.
Science	1200sf ea.	1200sf ea
Art (including storage and workroom)	1350sf	2550sf
Music (including practice and ensemble)	1700sf	1700sf
Tech Classroom (e.g. drafting, business)	1200sf	2400sf
Tech Shop (e.g. consumer, wood)	2000sf	4000sf
Self-contained SPED Classroom (including toilet)	950sf ea.	950sf ea.
SPED Small Group/Resource Room	500sf ea.	500sf ea.
Media Center/Library	2680sf	4700sf
Gymnasium (including storage)	6150sf	6150sf
Ancillary PE Space (including storage, offices, locker rooms, etc.)	2250sf	2250sf
Food Prep/Kitchen	1700sf	2050sf
Cafeteria	15sf/student accommodating 2/3 planned enrollment	15sf/student accommodating 2/3 planned enrollment
Stage	1600sf	1600sf
Chair/Table Equipment Storage	200sf	300sf
Staff Lunch Room	200sf	300sf
General Office	1920sf	2170sf
Nurse's Office/Health	510sf	510sf
Guidance	450sf	750sf
Teachers Workroom/Lounge (including toilet)	300sf	450sf
Custodian/Maintenance	1375sf	1400sf
General Storage (Books)	400sf	600sf

Table 6: Secondary School Program Guidelines

	600 Students	1000 Students
Core Classrooms	950sf ea.	950sf ea.
Science Laboratory	1200sf ea	1200sf ea
Art (including storage and workroom)	1350sf	2700sf
Music (including practice and ensemble)	2125sf	2275sf
Tech Classroom (e.g. drafting, business)	2400sf	4800sf
Tech Shop (e.g. consumer, wood)	4000sf	8000sf
Self-contained SPED Classroom (including toilet)	950sf ea.	950sf ea.
SPED Small Group/Resource Room	500sf ea.	500sf ea.
Media Center/Library	3650sf	6150sf
Gymnasium	10,000sf	10,000sf
Ancillary PE Space (including PE alternatives, storage, offices, locker rooms, etc.)	7,000sf	10,300sf
Food Prep/Kitchen	1900sf	2300sf
Cafeteria	15sf/student accommodating 1/3 planned enrollment	15sf/student accommodating 1/3 planned enrollment
Staff Lunch Room	400sf	500sf
Auditorium	2/3 enrollment at 10sf per student 750 seats maximum	2/3 enrollment at 10sf per student 750 seats maximum
Stage Auditorium Storage, dressing Rooms, controls, etc.	2800sf	2800sf
General Office	2020sf	2270sf
Nurse's Office/Health	710sf	910sf
Guidance	1050sf	1500sf
Teachers Workroom/Lounge (including toilet)	300sf	450sf
Custodian/Maintenance	1475sf	1575sf
General Storage (Books)	400sf	600sf

5. Space Computations

- A. Gross and net square footage and perimeter measurements shall be reported with all preliminary, revised, and final drawings submitted for approval, and shall be computed according to the following methods:
- B. Gross Square Footage. The gross area of a building is the sum of all areas of the several floors, including mezzanines, stairwells, and basements having a floor slab and 7'-6" or more headroom. All horizontal measurements shall be taken from the exterior face of enclosing walls, at the plane of the floor. The following shall not be included in gross area computation: basements having no floor slab or less than 7'-6" headroom; pipe trenches; retaining walls; roof overhangs; exterior terraces; and courts open to the sky.
- C. Net Square Footage. The net area of individual spaces shown on approved educational specifications and included in the plans shall be measured from the inside face of enclosing walls and partitions. Wall thickness shall be excluded.
- (1) Basic Instructional Spaces (classrooms) shall include the net area of all non-specialized and special subject teaching areas, including directly-related preparation and equipment storage rooms and directly-related toilet rooms. Do not include the area of such spaces as wardrobes and teachers' supply closets.
 - (2) Educational Support Space shall include the net area of miscellaneous specified or required educational space, such as gymnasium locker rooms, cafeteria dining areas, kitchens, administration offices, health service unit, guidance quarters, teacher workrooms, storage, community rooms and serving rooms.
 - (3) Other square footage is determined by subtracting "Basic Instructional "and "Miscellaneous Educational" spaces, determined as above, from the calculated gross area. Thus, "Other" will include wall thickness; corridors, stairways, and other circulation space; general storage areas; custodians' closets and receiving areas; toilets; and heating and mechanical spaces.

Educational Program Space Standards and Guidelines

Appendix 1

Prototypical Elementary School Program

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ELEMENTARY SCHOOL ROOM TYPE	300 Seat			600 Seat			Comments
	ROOM Sq.Ft	# OF RMS	area totals	ROOM Sq.Ft	# OF RMS	area totals	
CORE ACADEMIC SPACES							
Pre-Kindergarten / K (all day) w/ toilet	1,200	2	2,400	1,200	4	4,800	
Typical Classrooms - Grade 1-5	950	11	10,450	950	21	19,950	
SPECIAL EDUCATION							
Self-Contained SPED	950	2	1,900	950	4	3,800	8% of pop. in self-contained SPED
Self-Contained SPED - Toilet	60	2	120	60	4	240	1/2 size Genl. Clrm.
Resource Room	500	2	1,000	500	4	2,000	1/2 size Genl. Clrm.
Small Group Room / Reading	500	1	500	500	2	1,000	1/2 size Genl. Clrm.
ART & MUSIC							
Art Classroom - 25 seats	1,000	1	1,000	1,000	2	2,000	Use - 2 times / week / student
Art Workroom/Storage	150	1	150	150	2	300	
Music Classroom / Large Group - 25-50 sea	1,200	1	1,200	1,200	2	2,400	Use - 2 times / week / student
Music Practice/Ensemble Allowance	75	2	150	75	4	300	
HEALTH & PHYSICAL EDUCATION							
Gymnasium	6,000	1	6,000	6,000	1	6,000	6000 SF Min. Size
Gym Storeroom	150	1	150	150	1	150	
Health Instructor's Office w/Shower & Toilet	150	1	150	150	1	150	
Locker Rooms - Boys/Girls w/Toilets			0			0	
MEDIA CENTER							
Media Center/Reading Room	2,020	1	2,020	3,310	1	3,310	
DINING & FOOD SERVICE							
Cafetorium (Large Group)							
100 Seat Caf. / 150 Seat Aud.	1,500	1	1,500				15/Occ SF Din. - 10/Occ SFAud.
200 Seat Caf. / 300 Seat Aud				3,000	1	3,000	15/Occ SF Din. - 10/Occ SFAud.
Stage	1,000	1	1,000	1,000	1	1,000	
Chair/Table/Equipment Storage	200	1	200	300	1	300	
Kitchen	1,600	1	1,600	1,900	1	1,900	1600 SF for first 300 + 1 SF Add.
Staff Lunch Room	200	1	200	300	1	300	20 SF/ Occ.
MEDICAL							
Medical Suite			510			510	
Medical Suite Toilet	60	1		60	1		
Nurses' Office/Waiting Room	250	1		250	1		
Examination Room / Resting	100	2		100	2		
ADMINISTRATION & GUIDANCE							
Administrative Suite			1,530			1,750	
General Office / Waiting Room/Toilet	300	1		400	1		
Teachers' Mail and Time Room	100	1		100	1		
Duplicating Room	150	1		150	1		
Records Room	110	1		110	1		
Principal's Off. w/ Conference Area	375	1		375	1		
Principal's Secretary / Waiting	125	1		125	1		
Assistant Principal's Office		0		120	1		
Supervisory / Spare Office	120	1		120	1		
Conference Room	250	1		250	1		
Guidance Suite			185			335	
Guidance Office	150	1		150	2		What is staffing requirement?
Guidance Storeroom	35	1		35	1		
Teachers' Work Room/Lounge w/ toilets	300	1	300	450	1	450	

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ELEMENTARY SCHOOL	300 Seat			600 Seat			Comments
	ROOM	# OF	area totals	ROOM	# OF	area totals	
	Sq.Ft	RMS		Sq.Ft	RMS		
<u>ROOM TYPE</u>							
<u>CUSTODIAL & MAINTENANCE</u>							
Custodial - Subtotal			2,100			2,400	
Custodian's Office	150	1		150	1		
Custodian's Workshop	375	1		375	1		
Custodian's Storage	375	1		375	1		
Recycling Room / Trash	400	1		400	1		
Receiving and General Supply	200	1		300	1		
Storeroom	400	1		600	1		
Network/Telecom Room	200	1		200	1		
Grounds Equipment - Exterior							
Janitor's Sink Closet	1 per floor or wing			1 per floor or wing			In Grossing Factor
Telecommunications Switch Closet	1 per floor or wing			1 per floor or wing			In Grossing Factor
Program Capacity			300			600	
Net Square Feet			36,315			58,345	
Building Grossing Space			18,158			29,173	
Net to Gross Multiplier	1.50			1.50			
TOTAL GROSS AREA			54,473			87,518	
SF/Pupil Total Capacity			182			146	

Educational Program Space Standards and Guidelines

Appendix 2

Prototypical Middle/Junior High School Program

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MIDDLE SCHOOL ROOM TYPE	400 Seat			750 Seat			Comments
	ROOM Sq.Ft	# OF RMS	area totals	ROOM Sq.Ft	# OF RMS	area totals	
<u>CORE ACADEMIC SPACES</u>							
Classroom - General	950	13	12,350	950	25	23,750	Capacity 23 x 85% utilization = 20 Seats - Team Teaching 3 Clrm + 1 Sci.
Small Group Seminar (20-30)/ Resource	500	1	500	500	2	1,000	
Science Classroom / Lab	1,200	3	3,600	1,200	6	7,200	Capacity 23 x 85% utilization = 20 Seats - 1 period / day / student
Prep Room (1: 2 Labs)	80	2	160	80	3	240	
<u>SPECIAL EDUCATION</u>							
Self-Contained SPED	950	4	3,800	950	7	6,650	8% of pop. in self-contained SPED
Self-Contained SPED Toilet	60	3	180	60	5	300	
Resource Room	500	2	1,000	500	4	2,000	1/2 size Genl. Clrm.
Small Group Room / Reading	500	1	500	500	2	1,000	1/2 size Genl. Clrm.
<u>ART & MUSIC</u>							
Art Classroom	1,200	1	1,200	1,200	2	2,400	Capacity 23 x 85% utilization = 20 Seats - Use - 50% Population - 2 times/week
Art Workroom/Storage	150	1	150	150	1	150	
Band / Chorus - 100 seats	1,500	1	1,500	1,500	1	1,500	Use - 50% Population - 2 times/week
Music Practice / Ensemble Allowance	200	1	200	200	1	200	
<u>VOCATIONS & TECHNOLOGY</u>							
Tech. Clrm. - (E.G. Drafting, Business)	1,200	1	1,200	1,200	2	2,400	Use - 25% Population - 5 times/week
Tech. Shop - (E.G. Consumer, Wood)	2,000	1	2,000	2,000	2	4,000	Use - 25% Population - 5 times/week
<u>HEALTH & PHYSICAL EDUCATION</u>							
Gymnasium	6,000	1	6,000	6,000	1	6,000	
Gym Storeroom	150	1	150	150	1	150	
Health Instructor's Office w/Shower & Toilet	250	1	250	250	1	250	
Locker Rooms - Boys/Girls w/Toilets	1,000	2	2,000	1,000	2	2,000	
<u>MEDIA CENTER</u>							
Media Center/Reading Room	2,680	1	2,680	4,700	1	4,700	
<u>DINING & FOOD SERVICE</u>							
Cafetorium (Large Group)							
135 Seat Caf. / 268 Seat Aud.	2,680	1	2,680			0	15/Occ SF Din. - 10/Occ SFAud.
250 Seat Caf. / 500 Seat Aud.			0	5,000	1	5,000	15/Occ SF Din. - 10/Occ SFAud.
Stage	1,600	1	1,600	1,600	1	1,600	
Chair/Table/Equipment Storage	200	1	200	300	1	300	
Kitchen	1,700	1	1,700	2,050	1	2,050	1600 SF for first 300 + 1 SF/Addl
Staff Lunch Room	200	1	200	300	1	300	
<u>MEDICAL</u>							
Medical Suite		1	510		1	510	
Medical Suite Toilet	60	1		60	1		
Nurses' Office/Waiting Room	250	1		250	1		
Examination Room / Resting	100	2		100	2		
<u>ADMINISTRATION & GUIDANCE</u>							
Administrative Suite			1,920			2,170	
General Office / Waiting Room/Toilet	300	1		400	1		
Teachers' Mail and Time Room	100	1		100	1		
Duplicating Room	200	1		200	1		
Records Room	200	1		200	1		
Principal's Off. w/ Conference Area	375	1		375	1		

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MIDDLE SCHOOL	400 Seat			750 Seat			
	ROOM	# OF	area totals	ROOM	# OF	area totals	
	Sq.Ft	RMS		Sq.Ft	RMS		
ROOM TYPE							Comments
Principal's Secretary / Waiting	125	1		125	1		
Assistant Principal's Office - AP1	150	1		150	1		
Assistant Principal's Office - AP2		0		150	1		
Supervisory / Spare Office	120	1		120	1		
Conference Room	350	1		350	1		
<u>Guidance Suite</u>			450			750	
Guidance Office	150	2		150	4		Staffing Pattern
Guidance Waiting Room	100	1		100	1		
Guidance Storeroom	50	1		50	1		
Teachers' Work Room/Lounge w/ toilet	300	1	300	450	1	450	
<u>CUSTODIAL & MAINTENANCE</u>							
Custodial - Subtotal			1,975			2,275	
Custodian's Office	150	1		150	1		
Custodian's Workshop	250	1		250	1		
Custodian's Storage	375	1		375	1		
Recycling Room / Trash	400	1		400	1		
Receiving and General Supply	200	1		300	1		
Storeroom	400	1		600	1		
Network/Telecom Room	200	1		200	1		
Grounds Equipment - Exterior							
Janitor's Sink Closet	1 per floor or wing			1 per floor or wing			In Grossing Factor
Telecommunications Switch Closet	1 per floor or wing			1 per floor or wing			In Grossing Factor
Program Capacity			400			750	
Net Square Feet			50,955			81,295	
Building Grossing Space			25,478			40,648	
Net to Gross Multiplier	1.50			1.50			
TOTAL GROSS AREA			76,433			121,943	
SF / Pupil Program			191			163	

Educational Program Space Standards and Guidelines

Appendix 3

Prototypical Academic High School Program

DRAFT

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HIGH SCHOOL	600 Seat			1000 Seat			Comments
	ROOM Sq.Ft	# OF RMS	area totals	ROOM Sq.Ft	# OF RMS	area totals	
ROOM TYPE							
CORE ACADEMIC SPACES							
Classroom - General	950	20	19,000	950	32	30,400	Capacity 23 x 85% utilization = 20 Seats
Small Group Seminar (20-30)	500	1	500	500	2	1,000	
Science Classroom / Lab	1,200	5	6,000	1,200	8	9,600	Capacity 23 x 85% utilization = 20 Seats - 1 period / day / student
Prep Room (1: 2 Labs)	80	3	240	80	5	400	
SPECIAL EDUCATION							
Self-Contained SPED	950	4	3,800	950	7	6,650	8% of pop. in self-contained SPED
Self-Contained SPED Toilet	60	4	240	60	6	360	
Resource Room	500	2	1,000	500	3	1,500	1/2 size Genl. Clrm.
Small Group Room	500	2	1,000	500	3	1,500	1/2 size Genl. Clrm.
ART & MUSIC							
Art Classroom - 25 seats	1,200	1	1,200	1,200	2	2,400	Capacity 23 x 85% utilization = 20 Seats - Use - 25% Population - 5 times / week
Art Workroom/Storage	150	1	150	150	2	300	
Rehearsal - Band/Chorus - 50-100 seats	1,500	1	1,500	1,500	1	1,500	Use - 25% Population - 5 times / week
Ensemble	200	1	200	200	1	200	
Music Practice	75	2	150	75	4	300	
VOCATIONS & TECHNOLOGY							
Tech Clrm. - (E.G. Drafting, Business)	1,200	2	2,400	1,200	4	4,800	Use - 50% Population - 5 times / week
Tech Shop - (E.G. Consumer, Wood)	2,000	2	4,000	2,000	4	8,000	Use - 50% Population - 5 times / week
HEALTH & PHYSICAL EDUCATION							
Gymnasium	10,000	1	10,000	10,000	1	10,000	
PE Alternatives (Dance, Weights, etc.)	3,000	1	3,000	3,000	1	3,000	
Gym Storeroom	300	1	300	300	1	300	
Locker Rooms - Boys/Girls w/Toilets	1,400	2	2,800	1,400	4	5,600	
Phys. Ed. Storage	500	1	500	500	2	1,000	
Athletic Director's Office	150	1	150	150	1	150	
Health Instructor's Office w/Shower & Toilet	250	1	250	250	1	250	
MEDIA CENTER							
Media Center/Reading Room	3,650	1	3,650	6,150	1	6,150	
AUDITORIUM / DRAMA							
Auditorium - 400 Seat	4,000	1	4,000				0 2/3 Enrollment @ 10 SF/Seat
Auditorium - 670 Seat			0	6,700	1	6,700	2/3 Enrollment @ 10 SF/Seat
Stage	1,600	1	1,600	1,600	1	1,600	
Auditorium Storage	400	1	400	500	1	500	
Drama Workshops			0				0 Use Stage / Auditorium
Make-up / Dressing Rooms	300	2	600	300	2	600	
Controls / Lighting	200	1	200	200	1	200	
DINING & FOOD SERVICE							
Cafeteria / Student Lounge/ Break-out							
200 Seat	3,000	1	3,000				0 15 SF/Occ. - 3 seatings
335 Seat			0	5,025	1	5,025	15 SF/Occ. - 3 seatings
Chair / Table Storage	300	1	300	400	1	400	
Kitchen	1,900	1	1,900	2,300	1	2,300	1600 SF for first 300 + 1 SF/Addl
Staff Lunch Room	400	1	400	500	1	500	
MEDICAL							

DRAFT

HIGH SCHOOL	600 Seat			1000 Seat			Comments
	ROOM Sq.Ft	# OF RMS	area totals	ROOM Sq.Ft	# OF RMS	area totals	
<u>ROOM TYPE</u>							
Medical Suite			710			910	
Medical Suite Toilet	60	1		60	1		
Nurses' Office/Waiting Room	250	1		250	1		
Interview Room	100	1		100	2		
Examination Room / Resting	100	3		100	4		
<u>ADMINISTRATION & GUIDANCE</u>							
<u>Administrative Suite</u>			2,020			2,270	
General Office / Waiting Room/Toilet	300	1		400	1		
Teachers' Mail and Time Room	100	1		100	1		
Duplicating Room	200	1		200	1		
Records Room	200	1		200	1		
Principal's Off. w/ Conference Area	375	1		375	1		
Principal's Secretary / Waiting	125	1		125	1		
Assistant Principal's Office - AP1	150	1		150	1		
Assistant Principal's Office - AP2		0		150	1		
Supervisory / Spare Office	120	1		120	1		
Conference Room	450	1		450	1		
<u>Guidance Suite</u>			1,050			1,500	
Guidance Office	150	3		150	5		Staffing Pattern
Guidance Waiting Room	100	1		100	1		
Guidance Storeroom	100	1		100	1		
Career Center	300	1		400	1		
Records Room	100	1		150	1		
Teachers' Work Room/Lounge w/ toilet	300	1	300	450	1	450	
Program Capacity			400			750	
<u>CUSTODIAL & MAINTENANCE</u>							
Custodial - Subtotal			2,075			2,375	
Custodian's Office	150	1		150	1		
Custodian's Workshop	250	1		250	1		
Custodian's Storage	375	1		375	1		
Recycling Room / Trash	400	1		400	1		
Receiving and General Supply	300	1		400	1		
Storeroom	400	1		600	1		
Network/Telecom Room	200	1		200	1		
Grounds Equipment - Exterior							
Janitor's Sink Closet	1 per floor or wing			1 per floor or wing			In Grossing Factor
Telecommunications Switch Closet	1 per floor or wing			1 per floor or wing			In Grossing Factor
PROGRAMMED CAPACITY			600			1,000	
Net Square Feet			80,985			121,440	
Building Grossing Space			40,493			60,720	
Net to Gross Multiplier	1.50			1.50			
TOTAL GROSS AREA			121,478			182,160	
SF / Pupil Program			202			182	